



# *CITY COUNCIL*

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## ***Public Works Committee***

***Monday, June 16 2008***  
***Meeting Report***

**Attendance:** M. Goodman-Hinnershitz, Chair; D. Sterner, S. Fuhs

**Others Attending:** K. Zeiber, R. Hottenstein, D. Hoag, V. Spencer,

### **I. Orange and Cherry St Lot Update**

Mr. Hottenstein reported that conversations with Marcelino Colon determined that United Way is not available for this project. Ms. Kelleher reported that a CDBG amendment is underway to provide funding for the project. Funding will come out of the un-programmed funds.

### **II. Maintenance of Facilities and Playgrounds**

Mr. Zeiber reported that with talks of pending lay offs part-time and temporary employees for the summer months have not been hired. He explained that 15 to 20 part-time employees are usually hired to handle the summer work load. Mr. Zeiber explained that under the AFSCME contract, temporary and part-time employees must be terminated before any layoffs take place. Mr. Zeiber stated that \$120,000 is budgeted for part-time labor. The part-time employees float to assist all operational areas.

Ms. Goodman-Hinnershitz noted her understanding of the challenges, but noted concern that if people see high grass at public facilities, they will think its okay to litter. She also questioned our ability to cite people when the City itself does not comply with property maintenance requirements.

Ms. Kelleher asked Mr. Zeiber to estimate the number of acres that need to be managed by the Public Work Department. Mr. Zeiber replied that nine men are assigned to the City's 600 mow-able acres. Mr. Zeiber then explained the changes in equipment and operations made to increase efficiency. He noted that retardant is sprayed on bank areas to prohibit grass growth. He stated that extra services such as: watering the flower baskets on Penn Street and attending to complaints divert attention away from regular duties.

In response to a suggestion that volunteer effort be used to mow grass and water the baskets on Penn Street, Mr. Zeiber replied that it is difficult to get volunteers for regular maintenance activities. He noted that it is easier to obtain volunteer effort for projects such as planting and clean ups.

### **III. Storm Water Management Ordinance and Storm Water Utility Fee**

Ms. Hoag stated that both ordinances are in progress and brochures to educate the public are being prepared.

### **IV. Vehicle Policy**

Mr. Hottenstein distributed the latest draft of the City's administrative vehicle policy. Portions of this policy were taken from the ordinance suggested by City Council and Council Staff. The policy attempts to limit the use of take home vehicles, sets requirements for employees using City vehicles to be properly licensed, requires that City Pool vehicles be parked over night at designated City owned facilities, and prohibits the use of City vehicles for personal errands.

Ms. Kelleher stated that 20 to 25 City cars are used for commuting purposes. She questioned when this will be rectified. Mr. Hottenstein replied that he is currently comparing the duties and functions of those currently using take home vehicles. The implementation of the policy and changes for the assignment of take home vehicles are expected during the 4<sup>th</sup> quarter of this year. He noted that the new policy requires the use of vehicle logs and all personal use, including commuting, will be reported on the employees W-2, in accordance with IRS regulations.

### **V. Consent Decree Update**

Mr. Jones stated that staff is currently finalizing the interview process for a project and construction manager. The field has been narrowed down to two firms. Currently staff is considering the option of hiring one firm for the project and construction manager positions or hiring two individual firms to perform this service. A list of final questions has been sent to both firms. A recommendation to Council should occur no later than the first meeting in June.

Ms. Hoag provided an update on the design phase of the Waste Water Treatment Plant facility. Currently geotechnical borings and treat-ability testing is occurring. A report on the design will be available at the end of August. The project and construction managers will participate in the design process as soon as they are brought on board.

There was next a discussion on the need to relocate the Canal Street pumping stations in response to the Riverview Project being presented by Giannasca.

Mr. Spencer inquired if the Waste Water Collection System will be evaluated before the final design is complete. Mr. Jones stated that the collections systems will be evaluated at the same time the Design Phase is occurring. He noted that no collection system is perfect and inflow and infiltration will always occur. He noted that the new plant is being built to treat a standard amount of I&I (inflow and infiltration) and the required corrections will be made to the collections system.

The Public Work Committee meeting adjourned at 7 pm.

*Respectfully submitted by Linda Kelleher, City Clerk*

### **Follow Up Issues**

- Amendment of PARC ordinance to include removal clause - L Kelleher
- Forum with PARC Board after enactment of the amended ordinance – L Kelleher
- Introduction of the Storm Water Management Ordinance second meeting in June – D. Hoag, C. Jones
- RFP for Storm Water Utility Fee advertised by mid June – C. Jones
- Talking points on the implementation of the Storm Water Utility Fee for Council along with an educational brochure – C. Jones, D. Hoag
- Report of the Design of the Waste Water Treatment Project-August Public Works Committee meeting C. Jones, D. Hoag
- Environmental Assessment at Orange & Cherry Street lot
- CDBG amendment for Orange & Cherry Street Park